

STEP BY STEP GRADUATE APPLICATION CHECKLIST

College of Management & Business

APPLYING

- Complete Application (including written statement)
- \$40 Application Fee (non refundable)
- Official transcripts, sealed in original envelopes, from ALL undergraduate and graduate institutions attended, including community colleges. Foreign transcripts must be translated and evaluated by one of the approved agencies listed in the Graduate Catalog.
- List of three (3) professional references
- Official Test Score from **one** of the following (not older than five years, not applicable to students seeking a second master's degree):
 - Criterion Online Writing Assessment. You may register for the test at 800-443-5522 ext. 3898. For a complete list of the essay topics go to:
<http://www.etstechnologies.com/criterion/topics/topics-gmat.htm>
To see essay guidelines for writing an *Issue essay* go to: <http://gre.org/screendr.html>
To see essay guidelines for writing an *Argument essay* go to:
<http://www.gre.org/screen1.html>
 - Essay (writing) portion of the GRE
 - Essay (writing) portion of the GMAT
- MGT 523 must be completed prior to starting the graduate program by students who score a 3.0 on the writing assessment.
- TOEFL Score. All applicants whose native language is other than English must submit scores from the Test Of English as a Foreign Language (TOEFL) or evidence of proficiency in spoken and written English. TOEFL (Test of English as a Foreign Language) exams are given at American Consulates in many countries. If you need information on test dates and times in your country, contact the United States consulate nearest you or visit the TOEFL web-site at www.toefl.org. A language skills assessment, available through the National-Louis University Language Institute, will be accepted in lieu of the TOEFL. For information call 1.800.443.5522 ext. 3531.
- Current Professional Resume

REGISTRATION

- Contact your enrollment representative to register.

FINANCIAL AID (Optional)

- Fill out FAFSA form (school code E00787)
 - Paper application takes 4-6 weeks to process.
 - On-line (www.fafsa.ed.gov) application takes 2-3 weeks to process
 - The financial aid year is July 1 – June 30. You **MUST** complete a new application for each year you wish to be eligible for aid.

National-Louis University

National-Louis University is accredited by the North Central Association of Colleges and Schools, 30 N. LaSalle St. Chicago, IL 60602, 1.800.621.7440. National-Louis University is also accredited by the International Assembly for Collegiate Business Education.



National-Louis University
03-CMB-0001-PH

For More Information
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